



ILLINOIS STATE TREASURER
ALEXI GIANNOULIAS

JOB OPPORTUNITY ANNOUNCEMENT

FOR MORE INFORMATION CALL HUMAN RESOURCES AT (312) 814-1700

Job Title: External Affairs Specialist (contract employee)

Salary Range: \$20 per hour

Location: Chicago, Illinois

Overview: This is a contractual position in the Chicago Office of the Illinois State Treasurer. The contract employee in this classification is responsible for the promotion and advocacy of all available programs and services in the Treasurer's Office. It is the responsibility of the employee to inform the public on a variety of programs including unclaimed property, Illinois Funds, E-Pay, low interest loans and college savings programs. Hours vary dependant on available workload.

Responsibilities: Conduct research to identify opportunities for public education and awareness regarding the Treasurer's office. Establish and build relationships with economic commissions, educational institutions, chambers of commerce, neighborhood organizations, business associations, senior citizen advocates, religious and ethnic communities. The external affairs specialist will be a generalist about all of the programs and will be in the field 75% of the time.

Functional Duties: Responsible for, but not limited to, marketing, generating opportunities and business for the Treasurer's office by promoting and advocating all programs and services offered through the Treasurer's Office; Identifying underserved areas; enhancing public use of the Treasurer's programs and services; Serve as a technical advisor to individuals and business seeking to utilize Treasurer's programs; Conducts research to identify opportunities for public education and awareness regarding services and/or programs offered through the Treasurer's office. Establish and build relationships with economic commissions, educational institutions, chambers of commerce, business associations, senior citizens.

Qualifications: Bachelor's Degree from an accredited University or College. Creativity, initiative, good judgment, and the ability to communicate thoughts clearly and simply. Decision making, problem solving and strong research skills required. Must be proficient in computer software programs such as excel, outlook, word and PowerPoint. Bi-lingual in Spanish is preferred but not required.

Application Process: Send application materials including cover letter and resume to Director of Human Resources, Office of the Illinois State Treasurer, 100 West Randolph, Suite 15-600, Chicago, IL 60601 or email HR@Treasurer.state.il.us.

Deadline Date: Applications will be accepted until close of business October 3, 2008.

The employer will consider either a full time employee or an independent contractual relationship.

Applicants must be lawfully authorized to work in the United States.

Equal Employment Opportunity Employer